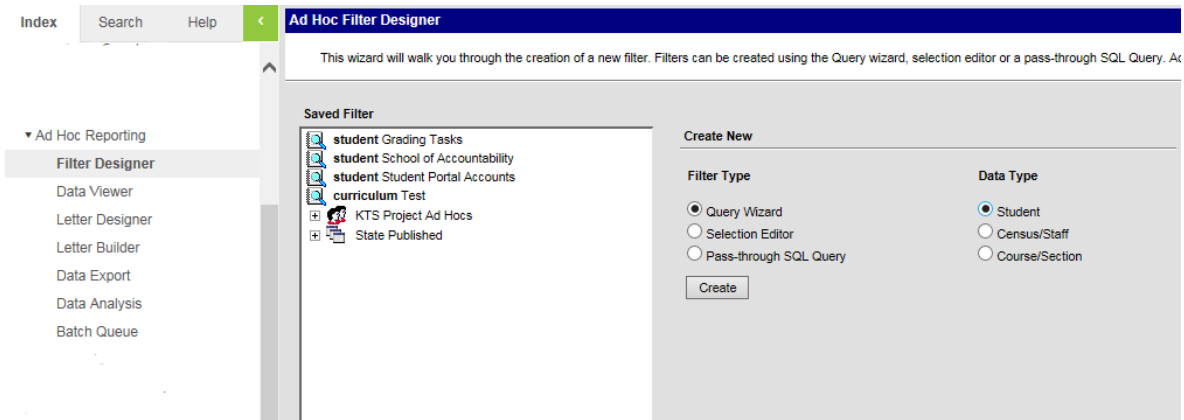


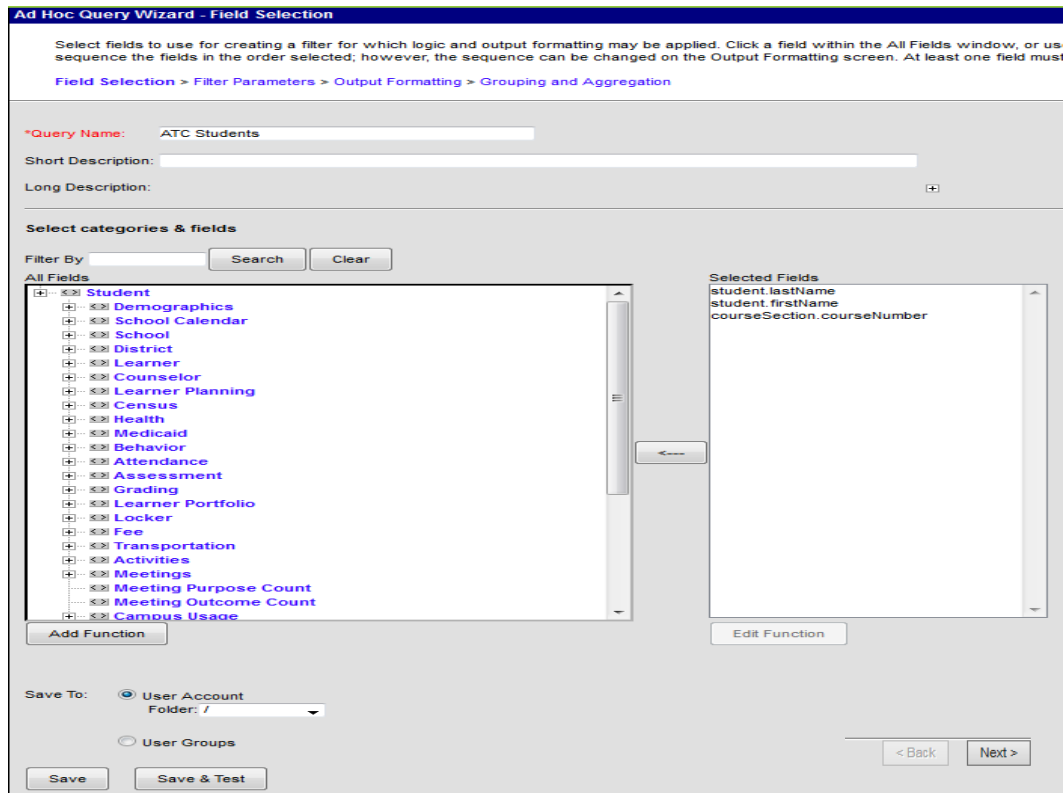
TECHNICAL STUDENT AD-HOC QUERY

The Technical Student ad-hoc query can be created at the home high school Infinite Campus database to assist with entering technical school attendance data, using the Fill Counselor feature when granting rights to an ATC principal, or for other needs a home high school may have to isolate a list of students within their district that attend the technical school.

1. Ad Hoc Reporting > Filter Designer
 - a. Select Filter Type: Query Wizard
 - b. Select Data Type: Student
 - c. Select Create



2. Give the query a Query Name.
3. Click the following fields to move them to the **Selected Fields** box:
 - a. Expand Demographics
 - i. Select lastname
 - ii. Select firstname
 - b. Expand Learner then expand Schedule then expand Course/Section
 - i. Select courseNumber
 - c. Select the Next button



4. Select “Starts With” as the **Operator** for the *courseSection.courseNumber* field.
5. Enter the 3-digit ATC Tech ID number in the **Value** area. A list of the technical schools with their Tech ID numbers can be found [here](#).
6. Change the **Save To** button to “User Groups” and select KTS Data Exchange.
7. Save query.

Ad Hoc Query Wizard - Filter Parameters

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if for the operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators.

Field Selection > **Filter Parameters** > Output Formatting > Grouping and Aggregation

***Query Name:**

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.lastName		
2	student.firstName		
3	courseSection.courseNumber	STARTS WITH	ENTER 3-DIGIT ATC TECH ID # HERE

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
 Allowed symbols: AND OR NOT () IDs
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ☐ User Account

☒ **User Groups**

Attendance Audit
KTS Data Exchange
 Student Voice Reports
 System Admin Ad Hoc